

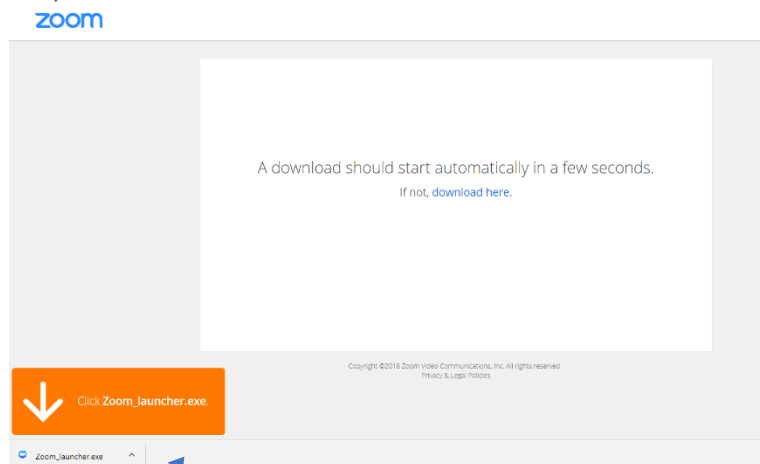
Utah League of Cities and Towns

Zoom online meeting instructions

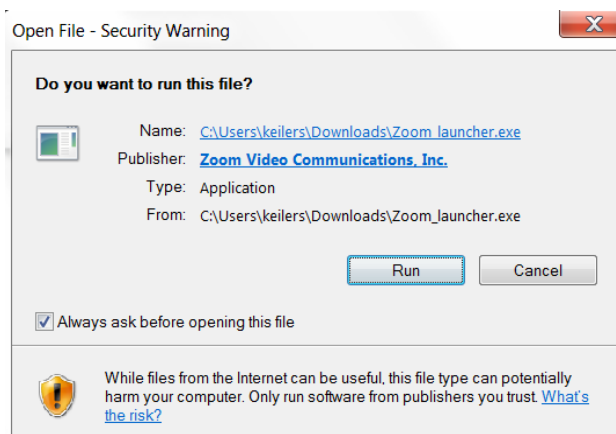
To facilitate a broader discussion from municipalities across Utah, ULCT will be utilizing the Zoom online meeting platform for the communities of commonality (caucus) discussions.

- 1) Begin by selecting the proper caucus for your municipality. You can find a list of ULCT staff recommended caucuses online [here](#).
- 2) After identifying the appropriate caucus, go to the [Caucus information page](#). Click on the hyperlink or dial the phone number listed for your desired caucus.
- 3) If you haven't used Zoom on your computer, that link will open your web browser to download the application (It should only take a few moments). If you have used Zoom before, you will be directed to the meeting.

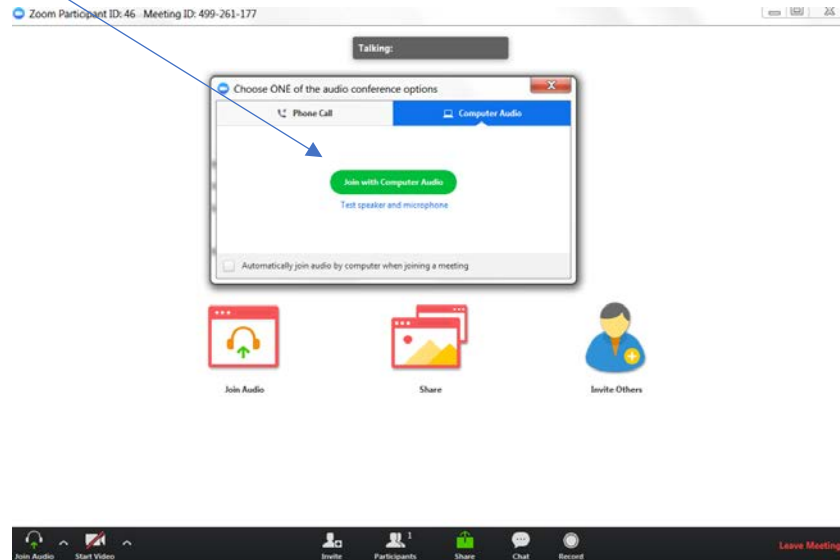
Download/setup Instructions



4. Once the program has downloaded, click the installer app at the bottom of the screen. When prompted with the security warning (Windows users), select run.



5. Opening Zoom this way will automatically enter you into the meeting. Once there, click Join with computer audio.



Please note – to prevent reverberating sound, online participants may be muted by default. If you would like to unmute yourself to speak, either click the participants tab at the bottom of the screen and then click “raise hand” or select “unmute” in the bottom left hand corner of the screen. Online participants are encouraged to participate in the chat as well.

